



## MECKLENBURG COUNTY Public Health

### INSTRUCTIONS FOR SCHEDULING A SEASONAL POOL OPERATING PERMIT INSPECTION

1. Determine when you plan to open your pool to the public. The first day to legally open a Seasonal Pool is April 1<sup>st</sup>.
2. Identify your assigned inspector from the [Inspector Assignment List](#) located on our website. You may contact your inspector any time after March 12, 2018 to start scheduling inspections. Inspections may not be performed before April 2, 2018 due to State specifications.
3. Mecklenburg County will be issuing two separate permits for 2018 – the State permit and the local Mecklenburg County permit. Your pool must be in compliance with both the [state rules](#) and the [local rules](#) in order to operate.
4. All items on the applicable permit checklists, available on our website, must be correct before your scheduled inspection date. If ANY of the items on the checklists are not correct during your inspection, your permit will NOT be issued.  
Click [here](#) for a list of helpful Permit Checklists  
If there have been changes made to pumps, drain covers, etc., an updated PDSC form must be submitted to Public Health and approved prior to the scheduled inspection. Inspections made with incorrect PDSC forms will require a \$100 return visit fee and another scheduled inspection.
5. If you have specific questions pertaining to your pool, please contact (980) 314-1620 or your assigned inspector prior to your inspection to discuss. It is the goal of our Department to only make one inspection of your public swimming pool. If your pool is not ready for inspection, please contact your inspector to cancel or reschedule. *A \$100 return visit fee may be required for all return visit inspections.*
6. Once your pool passes inspection, the inspector will issue the State and Local Operation Permit(s) onsite. Both permits must be visible upon entrance to the swimming pool area. An online copy will be available on our [website](#).

Please Note: Health Department inspectors will schedule inspection appointments on a first come first serve basis. Staff will make every attempt to accommodate your requested inspection time. However, to prevent possible delays in opening your pool it is recommended that you schedule your inspection at least two (2) weeks prior to your planned opening date.

Please call (980) 314-1620 or email [meckpools@mecklenburgcountync.gov](mailto:meckpools@mecklenburgcountync.gov) if you have questions regarding this permit inspection process.

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[www.meckhealth.org](http://www.meckhealth.org)